

**CITY OF GREENSBORO
HISTORIC DISTRICT PROGRAM**

CERTIFICATE OF APPROPRIATENESS APPLICATION FORM

LOCATION

Street Address Where Work Will Be Undertaken

PROPERTY OWNER

Last Name

First Name

MI

ADDRESS

Number

Street

City

State

Zip

CONTACT INFO

Daytime Phone No.

Email

Fax

APPLICANT

(If different from owner)

Last Name

First Name

MI

ADDRESS

Number

Street

City

State

Zip

CONTACT INFO

Daytime Phone No.

Email

Fax

PROPERTY OWNER'S SIGNATURE
(required)

APPLICANT'S SIGNATURE

Mail or Fax Application To

**Department of Housing and Community Development
City of Greensboro
PO Box 3136
Greensboro, NC 27402-3136
Fax: 336-412-6315 Phone: 336-373-2349**

FOR OFFICE USE ONLY

ACTION

DATE

Date Received _____

Application # _____

☐ **Approved**

☐ **Approved with Conditions**

☐ **Denied**

☐ **Withdrawn**

☐ **COA Not Required**

☐ **Staff Approval**

Describe the project clearly and in detail. Please print or type.

PROVIDE THE FOLLOWING INFORMATION

Note: Documentation must be provided in a format that is legible and can be copied easily. Ledger size paper (11" x 17") is best for most elevation drawings. For additional information consult the guidelines manual.

Exterior Repairs

Photograph of repair site for replacement of deteriorated porch railings, columns, steps, slate or terra cotta tile roof shingles, or other architectural features; describe replacement materials.

Exterior Alterations

- n Scaled elevation drawings for alterations such as adding or removing window or door openings.
- n Construction details for adding features such as porch columns, railings, steps, etc.
- n Photograph of site of proposed alterations.

Additions to Buildings

- n Scaled elevation drawings of all sides of the proposed addition.
- n Site plan or survey showing the building footprint with the proposed addition. Indicate distances to property lines.
- n Photograph of site of proposed addition.

Landscaping and Site Improvements

- n Drawing, illustration, photograph, etc. showing design and dimensions of fences, walls, etc.
- n Site plan showing location of proposed fences, walls, walks, patios, driveways, parking areas, pools, dumpsters, mechanical equipment, etc.
- n Sample or illustration of materials for walks, patios, etc.

New Buildings

- n Scaled elevation drawings of all sides of the proposed building.
- n Site plan showing building footprint and distances to property lines, site improvements including utilities, lighting, and mechanical equipment, and all existing trees larger than 4" dbh (diameter at breast height).
- n Landscape plan showing location, type, and size of new plant materials.
- n Materials specifications, color, samples, and illustrations.

Demolition

- n Site plan showing location of trees larger than 4" dbh, and site features such as fences, walks, etc.
- n Photographs of all sides of the building to be demolished

Moving Buildings

- n Site plan showing location of trees larger than 4" dbh and features such as fences, drives, walls, walks, etc.
- n Photographs of all sides of the building to be moved.
- n Site plan, landscape plan, etc. if new location is within the historic district boundaries.

Special Exceptions

Provide site plan that identifies any Special Exceptions to dimensional or parking requirements being requested as part of the COA application. **Note: The Historic Preservation Commission may recommend Special Exceptions to zoning requirements or design standards as part of its review of a COA application. However, only the Board of Adjustment can grant Special Exceptions. Applications for Special Exceptions are filed in the Zoning Enforcement Office and there is a filing fee.**

The application for a Certificate of Appropriateness and all supporting information must be received no later than 14 days prior to the Historic Preservation Commission meeting. Incomplete applications will not be reviewed by the Commission. The Commission meets on the last Wednesday of each month at 4:00 PM in the Plaza Level Conference Room of the Melvin Municipal Office Building, 300 W. Washington Street. **Applicants are strongly encouraged to attend the meeting.** Decisions of the Historic Preservation Commission may be appealed by filing notice with the Board of Adjustment within 15 days after the meeting. Appeals are filed in the Zoning Enforcement Office of the Planning Department.

Certificates of Appropriateness remain in force for the duration of a project. However, if a period of one year passes and no progress has been made toward completing the project, the COA is voided and a new application must be submitted and approved before work may resume.

A new COA application must be submitted for any changes to approved plans. Deviating from approved plans constitutes a violation of the historic district regulations and is subject to a civil penalty. The current maximum penalty is \$50 for the first day of a violation, \$100 for the second day, \$200 for the third day and \$500 for the fourth and any succeeding day of a continuing violation.

The Certificate of Appropriateness does not relieve the property owner from the responsibility of obtaining any other required permits. Building Permits and other permits may be required even if a Certificate of Appropriateness is not required. For more information contact the Building Inspections Office at 373-2155.

The **Design Review Committee** provides technical advice for historic district residents and property owners. The committee meets at 4:00 PM in the Plaza Level Conference Room.

2010 HISTORIC PRESERVATION COMMISSION MEETING SCHEDULE

	<u>JAN</u> 27	<u>FEB</u> 24	<u>MAR</u> 31	<u>APR</u> 28	<u>MAY</u> 26	<u>JUN</u> 30	<u>JUL</u> 28	<u>AUG</u> 25	<u>SEP</u> 29	<u>OCT</u> 27	<u>NOV</u> No Meeting	<u>DEC</u> 8
Application Deadline	13	10	17	14	12	16	14	11	15	13		Nov. 24
Design Review Committee	7	4	4	1	6	3	1	5	2	7	4	2